



Chief Operations Officer

The Education Achievement Authority of Michigan is a new statewide school system that is responsible for the lowest 5 percent of performing schools in the state of Michigan that are not achieving satisfactory results on a redesign plan or that are under an Emergency Manager. It is designed to provide a new, stable, financially responsible set of public schools that create the conditions, supports, tools and resources under which teachers can help students make significant academic gains. It will first apply to underperforming schools in Detroit in the 2012–2013 school years and will be expanded to include low performing schools throughout Michigan as new schools are assigned by the Michigan Department of Education.

JOB TITLE: Chief Operations Officer

REPORTS TO: Chancellor, Education Achievement Authority

SUMMARY

The Chief Operations Officer serves in a staff capacity to all administrators in the district regarding matters pertaining to operations. The Chief Operations Officer oversees all construction management, facilities, maintenance, transportation and other operational divisions of the school district as assigned. The Chief Operations Officer acts in a line relationship with those persons and offices reporting directly to the position including the Executive Director of Facilities and Construction, Director of Maintenance and the Director of Transportation. The Chief Operations Officer is a member of the Superintendent's Senior Staff and the Cabinet. This person reports to the Chief Finance Officer. The positional authority is that which is assigned by the General Statutes or is delegated by the Chancellor.

The Chief Operations Officer provides support and works with a sense of uncompromising cooperation with members of the Chancellor's Cabinet to ensure a unified effort in the achievement of EAA's goals and objectives.

Duties and Responsibilities:

- Assists the Chancellor with the supervision of the Education Achievement Authority of Michigan's constituent departments and offices;
- Acts as liaison with the Board, other divisions of the school system, and other agencies and organizations on matters related to facilities, construction management, transportation, and maintenance;
- Advises the Chief Finance Officer on operations matters of the district;
- Responds to inquiries for interpretations from district staff on matters not clearly covered by regulation, policy or legislation;
- Oversees the implementation of the District's policy and procedures related to Minority, Women, and Socially and Economically Disadvantaged Owned Business Enterprises within all areas of operations;
- Administers the cost-effective and timely implementation of all projects and strategic plan initiatives pertaining to and within all areas of operations;
- Keeps aware of emerging developments in administrative functions and school construction management through participation in workshops, conferences, seminars, and reading;

- Completes and files the necessary reports for local, state and federal agencies;
- Performs any specific duties designated yearly in any of the operations areas' delineation of responsibilities or action plans;
- Ensures the availability and constant improvement of high-quality, never-bureaucratic operational supports to the EAA schools;
- Recruits, selects, trains, manages and develops "support team" / shared service staff;
- Implements and improves organization-wide operations strategies, including service level agreements and communication protocols with school stakeholders; school-startup project plans;
- Supports development of organizational financial model and budgets, as well as implementation of our unique "activity-based cost allocation" model;
- Supports organizational management and improvement through participation in Chancellor's team;
- Works with team to assess needs and oversee selection and management of outsourced shared services (see above); escalate issues for resolution as needed;
- Supports development of school budgets, and collaborate on development and implementation of financial / procurement policies and procedures. Lead financial planning for operational services. Does whatever it takes to ensure careful use of operational resources to meet student needs;
- Ensures effective and accessible student recruitment and enrollment procedures, helping schools to hit enrollment targets;
- With technology team and consultants, ensures operation of a reliable, user-friendly technology systems and support, student information and data systems so that teachers, staff and families have the data needed to make kid-focused decisions;
- Acts in the place of the Chancellor (designee) on matters as assigned; and
- Performs other responsibilities as may be assigned by the Chancellor when requested and/or the Chief Finance Officer.

Minimum Training and Experience

Minimum qualifications are a Master's degree from an accredited university with a concentration(s) in engineering, accounting, finance, personnel and/or general administration and at least eight (8) years of experience in policy development/management and/or operations at a senior level.

Knowledge, Skills and Abilities

- Thorough knowledge of local, state and federal rules and regulations regarding facilities and construction management.
- Considerable knowledge of the principles of supervision, organization and administration.
- Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.
- Considerable knowledge of the formal bidding process and of local, state and federal guideline as well as knowledge on school construction bonds.
- General knowledge of the principles and practices of public relations work.
- Skill in counseling and developing staff.
- Ability to plan, develop, implement effective programs and systems.
- Ability to accurately interpret state and federal regulations and school policies.
- Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs.

- Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information.
- Ability to develop and administer budgets.
- Ability to account for initial up-front costs and long term operating costs in making recommendations and decisions.
- Ability to effectively express ideas orally and in writing.
- Ability to make oral presentations before large groups of people.

Minimum Qualifications or Standards Required to Perform Essential Job Functions

Physical Requirements: Must be physically able to operate a variety of equipment including computers, copiers, adding machines, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body. Light work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, newsletters, schedules, manuals, invoices, requisitions, menus, recipes, journals, etc. Requires the ability to prepare correspondence, reports, forms, evaluations, procedures, charts, surveys, articles, bid specifications, brochures, news releases, handbooks, budgets, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including medical, legal, accounting and marketing terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the principles of algebra and geometry.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape. **Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

FILING DEADLINE:	Posted until filled
SALARY:	Commensurate with experience.
LENGTH OF WORK YEAR:	Twelve (12) Months
EFFECTIVE DATE:	Immediately

METHOD OF APPLICATION:

All interested candidates should submit a letter of application and current resume to:

Dr. H. MiUndrae Prince
Associate Chancellor, Human Capital, Equity and Accountability
Education Achievement Authority of Michigan
300 River Place, Suite 3600
Detroit, MI 48226
by e-mail to mprince@eaaofmichigan.org